

Project Title: Oyster Lease Records Management and Archive System  
Federal Program: Coastal Impact Assistance Program (CIAP)  
Nominating Entity: Louisiana Department of Wildlife and Fisheries, Marine Fisheries Division

Contact Information: Raymond Impastato  
Louisiana Department of Wildlife and Fisheries  
Oyster Lease Survey  
P.O. Box 98000  
Baton Rouge, LA 70898-9000  
225 765-xxxx  
[rimpastato@wlf.louisiana.gov](mailto:rimpastato@wlf.louisiana.gov)

Total CIAP Funds Requested:	Three year project	Year 1	\$149,500
		Year 2	\$239,500
		Year 3	\$104,500
		Total	\$493,500

Infrastructure Funds Proposed: None

Description and Location of Project: Development and implementation of a records management and archiving system for the Louisiana Department of Wildlife and Fisheries oyster leasing records. Work to be performed at LDWF facilities in Baton Rouge and New Orleans, Louisiana.

Project Type: 1. Conservation, restoration and protection of coastal area, including wetland.  
2. Mitigation of damage to fish, wildlife and natural resources.

Project Justification:

The impacts of Hurricanes Katrina and Rita on the northern Gulf of Mexico illustrate the dangers associated with reliance only on paper copies of essential records. Vital records were lost to federal, state and local governments because of the wind, storm surge and flooding these storms caused from Alabama to Texas. The Louisiana Department of Wildlife and Fisheries (LDWF) oyster leasing records were among the essential records placed at risk by Katrina and Rita; flooding in the central business district of New Orleans necessitated rescue of the paper records before damp, mold and mildew damaged or destroyed them. These records are an integral part of Louisiana's effort to restore the coastal marshes that afford protection from storm surges; an effort made more essential by the lessons taught by the hurricanes of 2005.

The oyster lease records are historical documents; the first lease was issued in 1903. The data are useful to study the changes in number and distribution of oyster leases over time, giving an index to changes in Louisiana's coastal ecosystems by creating a mosaic showing land water interface as it existed in the past. The records are needed for abstracting oyster leases, identify possession and substantiate the State's claim on water bottoms, and are useful for establishing the lineage of leases and their holders. At 100 years, some of the paper records are reaching the limit of life expectancy, and a backup copy of records is needed to protect against loss of information that may result from future catastrophic events and potentially cause legal and fiscal problems for the state in its efforts to restore the coast.

It is very clear that solutions must be found for immediately preserving these records in order for the state to protect its coast and citizens. LDWF proposes to insure safety and security, of the 103 year oyster lease database and the long-term accessibility and usability of the oyster leasing records by:

- Converting paper and cloth oyster lease survey records, maps, plats, and other information to microfilm;
- Creating a digital image record of all paper and cloth oyster lease survey records, maps, plats, and other information;
- Creating an integrated file management system to make the records more readily accessible; and
- Update and improve system data dictionary.

All microfilm records will conform to the standards set forth by the American National Standards Institute (ANSI). The original or "first generation" silver film will be maintained for security purposes and not for reference. At least one duplicate copy of all records filmed will be prepared for reference purposes. For permanent records or for records for which a retention period has not been assigned, a duplication master will be produced from the master negative.

The digital information system will provide for system security, backup and recovery of digital records, an integrated searchable database, metadata generation, and integrate physical and electronic records, organizing them and storing the critical information in a digital repository-giving staff the ability to quickly capture, preserve and share information critical to resource management.

Project cost share:       None

#### Oyster Lease Records Management and Archive System

Budget Category	Budget Period 1 1/01/07–12/31/07	Budget Period 2 1/01/08–12/31/08	Budget Period 3 1/01/09–12/31/09	TOTAL DIRECT CHARGES
Personnel	\$ 40,000	\$ 40,000	\$ 40,000	\$120,000
Fringe Benefits	\$ 12,000	\$ 12,000	\$ 12,000	\$36,000
Travel	\$ 500	\$ 500	\$ 500	\$1500
Equipment	\$ 22,000	\$ 12,000	\$ 2,000	\$36,000
Supplies	0	0	0	0
Contractual	\$75,000	\$ 175,000	\$ 50,000	\$300,000
Construction	0	0	0	0
Other	0	0	0	0
TOTAL DIRECT CHARGES	\$149,500	\$239,500	\$104,500	\$493,500